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Include on requisition requirement that the lock(s) to conference room be changed before and after the conference and that the keys to the new lock(s) be held by the conference coordinator.

Date

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1. JSUGGESTED SOURCES (Any sole source recommendation must include a substantive technical justification) (cont'd from previous page) Two morning breaks for coffee, tea, sanka, and pastries and one afternoon break for coffee, tea, sanka, and soda in the Lee Conference Room. e. Use of 1 slide projector, 1 overhead projector, and 1 flip-chart stand each day, with flip charts, pad, and markers to be provided. f. Security inspection and/or monitoring of the conference room either before and/or during the conference. g. Control of all keys to the conference room and public address system/Muzak room by the conference coordinators for the duration of the conference. h. Cover the air vent on double doors to the conference room with heavy cloth, drape, metal or wood. Install an astragal strip centrally between the double door of the conference room to close opening. (continued in 4 below) 2. DELIVERABLE ITEMS REPORTS REQUIRED NO. OF COPIES MONTHLY INTERIM QUARTERLY HARDWARE (state type and number) 3. GFP RECULEED 4. SPECIAL INSTRUCTIONS (cont'd from para 1 above) i. Pick-up and turn-in of room keys for all attendees by one of the OL conf. coordinators. j. Delivery of safe by Agency personnel on 7 Oct to Lee Room and pick-up of safe on 8 Oct. 2. Arrangements should be made by contacting Ms. Jeanne S. Vice, Group Sales Coordinator, Sheraton-Fredericksburg, tel: 9-703-786-8321. 3. Reservations for October were unavailable at Agency conference centers. The Sheraton-Fredericksburg is on the list of conference centers approved by the Office of Security. Other approved sites were either already booked for the period desired or would not make reservations for a small number of people so far in advance.